

# April 6 Meeting Minutes 2009

REGULAR MEETING MINUTES  
OF THE COMMISSIONERS OF THE  
PRINCETON PARK DISTRICT  
APRIL 6, 2009

CALL TO ORDER:

The meeting was called to order by President Englehart at 4:30 p.m. at the Bureau County Metro Center, Princeton, Illinois.

ROLL CALL:

Present were Commissioners Gene Englehart, Wayne Stone, and Dick Volker. Also present were Executive Director, Elaine Russell; Superintendent of Parks, Keith Scherer; Administrative Assistant, Tammy Lange; and Secretary, DeAnn Underwood. Commissioners Jan Milles and Carl Pacunas were absent.

Present in the audience were Donna Barker, Maria Borri, Kevin Heitz, Kaye Pearson, and Lindsay Welbers.

PERFECTION OF AGENDA:

None.

OPEN DISCUSSION:

Nothing was presented.

APPROVAL OF HAND WRITTEN CHECKS:

A list of hand written checks, in the amount of \$12,685.19 was presented for the time period of March 12, 2009 through March 30, 2009 for the Metro Center and Princeton Park District. President Englehart requested a motion to approve the hand written checks in the amount of \$12,685.19. Motion was made by Commissioner Stone and seconded by Commissioner Volker. A voice vote was taken: ayes - all, nays - none. The motion carried.

NEW BUSINESS:

Adopt Monetary Conflict of Interest Policy - Elaine reviewed with the Board the Monetary Conflict of Interest Policy which has been drafted for the Princeton Park District. Elaine stated Clifton Gunderson has requested this policy be established. After some discussion, it was decided to change when the word Corporation was used within the document to Princeton Park District for better clarification. The policy is being reviewed by Attorney Russell, with approval of the policy to be an agenda item for the April 20th Regular Meeting.

Health Department Contact for Zearing Concession Stand – Elaine stated Tammy has been in contact with the Bureau County Health Department's Environmental Health Services Division in regard to permits, etc. needed for the new concession stand to be constructed at Zearing Park. They have indicated a "New Construction Plan Review" will need to be completed. Chamlin & Associates will be providing the plans required for the completion of the review.

Appreciation to Wayne Stone for his 14 Years of Service – President Englehart presented a plaque to Commissioner Stone in recognition of his dedication and expertise given to the Princeton Park District during the 14 years he has served on the Board. Commissioner Volker also thanked Commissioner Stone for his years of service, the wealth of information he has brought to the Board, and his sincere interest in the Princeton Park District. Commissioner Stone stated it has been a pleasure serving on the Board. He has especially enjoyed watching what the park district has accomplished during his tenure, as well as having the pleasure of serving with an excellent group of individuals. Wayne stated although he will no longer be serving on the Board, he will continue to be a friend of the parks.

Re-appoint Jim Smith to Shoemake Foundation Board - President Englehart requested a motion to re-appoint Jim Smith to the Shoemake Foundation Board. Motion was made by Commissioner Volker and seconded by Commissioner Stone. A voice vote was taken: ayes – all, nays – none. The motion carried.

UNFINISHED BUSINESS:

Skate Park Repair Quotes – Elaine reviewed with the Board the quotes received from Spohn Ranch, Inc., the company who purchased TrueRide, for repair of the equipment at the skate park. The lowest option received was \$14,461.99. The Board discussed the choice of completing the repair work of the equipment, as opposed to closing the skate park altogether. After some discussion it was decided the Board has made a commitment to maintain the skate park and the mission of the park district is to serve as many people in the community as possible. Motion was made by Commissioner Stone and seconded by Commissioner Volker. A voice vote was taken: ayes – all, nays – none. The motion carried. Commissioner Volker thanked Kaye Pearson for her commitment to the kids and the skate park. It was noted the skate park will be closed for two to three days for the work to be completed. Keith will be assisting the company with the repairs in order to obtain knowledge on this type of equipment for future work which could be completed in-house.

Zearing Park Expansion Project – Kevin Heitz, Project Manager from Chamlin & Associates, reviewed with the Board the bids received at the Bid Opening at 10:00 a.m. today which included the concession/restroom facility, as well as the fishing pier. Kevin stated three bids were received on the concession/restroom facility with D.J. Sickley Construction being the lowest bidder at \$208,806.00 on the base bid, which includes a 50 year standing seam roof. Liebhart Construction was the lowest bidder for the fishing pier at \$34,995.00, which included using treated lumber for the base construction versus a PVC composite material. It was noted the bids received on the fishing pier were a little higher than expected. Kevin thanked all the contractors for the competitive bids submitted. Awarding of the bids could be done at the April 20th Regular Meeting.

Kevin stated he will be submitting the final contract to Advanced Asphalt on Tuesday for signatures. The contracts will then be signed by the Princeton Park District. He will also be presenting the contract to the Board from Chamlin & Associates for administering the construction portion of the project at the April 20th Regular Meeting.

Kevin stated he will be meeting with the Health Department in regard to the septic for the concession/restroom facility, obtaining a budgetary quote on the lighting of the premiere soccer field from Musco Lighting, as well as meeting with city officials in regard to the city's assistance with the project. It was noted once the contracts are signed and the weather permits, earthwork could begin on the project in the next three to four weeks.

The Board reviewed a letter from the Illinois Department of Natural Resources in regard to the land exchange between the Princeton Park District and Bonucci Farms, Inc. The exchange has been tentatively approved pending the receipt of additional paperwork for their review.

City County Park Road Repair – Keith updated the Board regarding the road repair at City County Park. The county engineers have provided the specs and are overseeing the project. Two bids were received for the project, with McDonald Trucking submitting the lowest bid at \$164,284.50. Attorney Russell is reviewing the documentation and possible awarding of the bid could be done at the April 20th Regular Meeting. The project is budgeted over a three year period, with the first two years to include the grinding of the old road, adding a 5 inch gravel base, as well as the 2 inch binder on top. The third year would include the final 1 inch of top coating.

#### DEPARTMENT REPORTS:

The Board reviewed and accepted the following reports:

Superintendent of Park's Report – Keith stated Mike Anderson has been hired as the new maintenance coordinator.

Maintenance Report

Recreation Reports

Aquatics Report

Rentals Report – Elaine stated Ted Tamul and Jeff Murphy of Lord & Murphy will be giving the Board a demonstration on the new membership program at the April 20th Regular Meeting.

Administrative Assistant Report – Tammy stated eight people attended the Defensive Driving Seminar. The Lucky Nights Event was a huge success.

#### OTHER BUSINESS:

The board reviewed the Executive Director's Report. Elaine noted the Lucky Nights Event netted approximately \$7,400.

#### OPEN DISCUSSION:

Donna Barker inquired if the amount for repair work at the skate park was \$14,461.00. Elaine stated that was the correct figure.

#### EXECUTIVE SESSION:

A motion was made by Commissioner Stone, seconded by Commissioner Volker and unanimously carried to meet in executive session to discuss personnel pursuant to Section 2(c) 1, the purchase or lease of real property pursuant to Section 2 (c) 5, and review executive session minutes pursuant to Section 2(c) 21 of the Illinois Open Meetings Act at 5:33 p.m. A roll call was taken: ayes – all, nays – none. The motion carried.

The Board returned to regular session at 6:37 p.m.

#### BOARD ACTION FOLLOWING EXECUTIVE SESSION:

No action was taken.

#### ADJOURNMENT:

At 6:38 p.m. motion was made by Commissioner Stone, with a second by Commissioner Volker to adjourn. A roll call was taken: ayes – all, nays – none. The motion carried.

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Gene Englehart, President

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Wayne Stone, Secretary